WISCONSIN BIRTH CERTIFICATE APPLICATION

(for Mail or In-Person Requests)

TYPE or PRINT.

PENALTIES: Any person who wilfully and knowingly makes a false application for a birth certificate is guilty of a Class I felony [a fine of not more than $10,000 or imprisonment of not more than 3 years and 6 months, or both, per s. 69.24(1)]. Any person who wilfully and knowingly obtains a birth certificate for fraudulent purposes is guilty of a Class I felony [a fine of not more than $10,000 or imprisonment of not more than 3 years and 6 months, or both, per s. 69.24(1), Wis. Stats.].

I. APPLICANT INFORMATION

YOUR **CURRENT** NAME - First	Middle	Last

YOUR **STREET** ADDRESS (***CANNOT** be a P.O. Box address)* Apt. No			**MAIL TO** ADDRESS *(if different)* Apt. No		
City	State	ZIP Code	City	State	ZIP Code

YOUR DAYTIME TELEPHONE NUMBER ( )	YOUR EMAIL ADDRESS

TYPE OF CURRENT VALID PHOTO ID (See item 4 on page 2.)	**PHOTO** ID NUMBER	STATE OF ISSUANCE	EXPIRATION DATE

II. APPLICANT'S RELATIONSHIP TO PERSON NAMED ON THE CERTIFICATE

According to Wisconsin Statute, a CERTIFIED copy of a birth certificate is only available to those with a "direct and tangible interest." (See item 1 on page 2.)

Check one box which indicates YOUR RELATIONSHIP to the PERSON NAMED on the birth certificate.

☐ A. I **am** the PERSON NAMED on the birth certificate.

☐ B. I am a **member of the immediate family** of the PERSON NAMED on the birth certificate. **CHECK ONE of the following:**

☐ Parent (My name is on the birth certificate and my parental rights have not been terminated) ☐ Current Spouse

☐ Brother / Sister ☐ Grandparent ☐ Child ☐ Current Domestic Partner (registered in the Wis. Vital Records System)

NOTE: Grandchildren, step-parents, step-children and step-brothers/step-sisters may only obtain certified copies as categories C – E.

☐ C. I am the **legal custodian or guardian** of the PERSON NAMED on the birth certificate. (Legal proof is required.)

☐ D. I am a **representative authorized**, in writing, by any of the aforementioned (categories A - C). (The written and notarized authorization must accompany this application.)

Specify whom you represent. _____

☐ E. I can demonstrate that the information from the birth certificate is necessary for the **determination or protection of a personal or property right** for myself/my client/my agency. (Proof is required.)

Specify your interest. _____

☐ F. None of the above. I am requesting an **uncertified** copy. (Copy will not be valid for legal purposes.)

PURPOSE FOR WHICH CERTIFICATE IS REQUESTED:

III. FEES

Required Search Fee **(includes one copy, if found)** ..... $ 20.00 20.00

Each additional copy of the same record, issued at the same time as the first copy _____ X $ 3.00 _____
Number of additional copies

FEE IS NOT REFUNDABLE IF NO RECORD IS FOUND. CANCELLATION REQUESTS ARE NOT ACCEPTED. **TOTAL** _____

Mail your application materials and fee to: Monroe County Register of Deeds / 202 South K St., Rm #2 / Sparta, WI 54656

Be sure to include: ☐ completed form, ☐ acceptable identification, ☐ payment, ☐ self-addressed, stamped, business-size envelope, and ☐ any additional proof or authorization required

IV. BIRTH RECORD INFORMATION

BIRTH NAME - First		**Middle**	**Last Name *as it appears on the birth certificate***
SEX ☐ **Male** ☐ **Female**	**BIRTHDATE** (MM/DD/YYYY)	**PLACE OF BIRTH - County**	**PLACE OF BIRTH – City, Village, or Township**
PARENT'S BIRTH NAME – First		Middle	Last
PARENT'S BIRTH NAME – First		Middle	Last

I hereby attest that the information provided on this application is correct to the best of my knowledge and belief and that I am entitled to copies of the requested birth certificate in accordance to the categories listed above.

SIGNATURE (Applicant) ➢	Date Signed (MM/DD/YYYY)

Important: Signature and payment are required for processing.

Clear / Reset Form

1. What is the difference between a "certified" and an "uncertified" copy of a birth certificate?

A **certified** copy of a birth certificate issued by a Wisconsin Vital Records Office will have a raised seal, will show the signature of the State or Local Registrar, and will be printed on security paper. A certified copy may be required to obtain a state-issued driver's license or identification, for travel to foreign countries, to obtain a passport, or for benefit purposes.

State law restricts who may obtain a **certified** copy of a birth certificate. A **certified** copy can only be issued to those people with a "direct and tangible interest" (section II, categories A – E) which means the following people:

- The person named on the birth certificate (section II, category A).
- An immediate family member, defined as current spouse, current domestic partner (Declaration of Domestic Partnership registered in the Wis. Vital Records System under Chapter 770, Wis. Stats.), child, or parent (whose name is on the birth certificate and whose parental rights have not been terminated), brother/sister, or grandparent of the subject of the record (section II, category B).
- NOTE: Grandchildren, step-parents, and step-children can only obtain certified copies as in section II, categories C – E.
- The legal custodian or guardian of the person named on the birth certificate. Legal proof, *e.g.*, a court order of custody or guardianship, is required (section II, category C).
- A person authorized in writing by one of the above. A written and notarized authorization must accompany the application and the authorization must clearly state the relationship of the authorizing party to the subject of the record (section II, category D).
- A person who can demonstrate that the birth certificate is required to determine or to protect a personal or property right (section II, category E). Proof is required.

If you do not meet one of the above criteria, you cannot receive a **certified** copy of a birth certificate.
An **uncertified** copy will contain the same information as a certified copy but it is **not** acceptable for legal purposes, such as proof of identity (section II, category F).

2. Limitations on access to certain birth certificates

An **uncertified copy** will contain the same information as a certified copy but it is **not** acceptable for legal purposes, such as proof of identity.

According to Chapter 69, Wis. Stats., **uncertified copies** of the following types of birth certificates may not be obtained by anyone:

- A child born to unmarried parents and paternity has not been established.
- A child born to unmarried parents and paternity was established by court order.

Only persons with a "direct and tangible interest" (categories A – E) may obtain **certified copies** of those types of birth certificates listed directly above.

3. How long will it take to process my request?

- **Applying in Person**
  - In-person requests for **certified** copies of birth certificates are usually completed within 2 business hours of application, if the birth certificate is on file.
  - In-person requests for **uncertified** copies of birth certificates are not completed on the same schedule as requests for certified copies. In-person requests for uncertified copies may take up to 1 month to complete.
- **Applying by Mail**
  - Requests for **certified** copies of birth certificates may take up to 2 weeks plus mail time to complete.
  - Requests for **uncertified** copies of birth certificates are not completed on the same schedule as certified copies. Mail requests for uncertified copies may take up to 1 month plus mail time.

4. What identification is required when applying for a birth certificate?

A **photocopy** of the applicant's ID as listed below must be submitted with **all** mail applications. ID as listed below is required when applying in-person.

At least one form of ID must show your name and address. Expired cards or documents will not be accepted.

Acceptable forms of identification are:

One of these:

- Wisconsin driver's license
- Wisconsin ID card
- Out-of-state driver's license or ID card

OR

- US government issued photo ID
- Passport
- Check book/bank statement

Two of these:

- Health insurance card
- Current, dated, signed lease
- Utility bill or traffic ticket
- Paycheck or earnings statement

If you have questions regarding this form, please call (608) 269-8716
or visit our website at http://www.co.monroe.wi.us/departments/register-of-deeds/